

INFORMATIONAL LETTER NO: 131
POLICY CODE: IHAJ

TO: Superintendents of Schools, Business Managers, Principals, and Technology Coordinators

FROM: Susan A. Gendron, Commissioner

DATE: April 24, 2006

RE: MLTI Device Asset Management Procedures and Buyout Forms Addendum

This is an addendum to Informational Letter #104, MLTI Device Asset Management Procedures and Buyout Forms issued on February 17, 2006. The Department is still in negotiations with Apple Computer, Inc. to finalize details for the new MLTI Agreement. While the Department is hopeful that new MLTI devices can be delivered to schools before the end of the current lease (June 30, 2006), in order to ensure that no teacher is without a device the Department will provide teachers with the following options:

1) If the SAU intends to purchase its entire middle school deployment, the Department requests that SAUs allow teachers to retain use of their MLTI laptop computers until the new MLTI devices are delivered and made available to the teachers.

2) If the SAU intends to purchase part of its middle school deployment including the teacher devices, the Department requests that SAUs allow teachers to retain use of their MLTI laptop computers until the new MLTI devices are delivered and made available to the teachers.

3) If the SAU intends to purchase part of its middle school deployment *not* including the teacher devices or does *not* intend to purchase any of its deployment:

a) Teachers may retain use of their MLTI devices until new MLTI devices are delivered and made available to teachers. The Department expects that SAUs will prepare new teacher devices within 5 business days of receipt; SAUs should then assist teachers with the return of the devices they held onto by shipping the old MLTI device to the Department. If shipping costs (\$8.00 FedEx Ground) are a hardship, the SAU may contact the Department for assistance.

b) Teachers may purchase the MLTI devices outright for \$48. Invoices will be mailed to the teacher at the school's address with payment due no later than July 30, 2006.

For options 3a and 3b, please complete and return the *MLTI Teacher Laptop Form #1* (<http://www.maine.gov/mlti/assets>) by May 11, 2006. If the Department is able to deliver new MLTI devices to SAUs with enough time to make option 3a unnecessary, SAUs should include teacher devices with the other unpurchased MLTI devices for return. Option 3b remains an option regardless of new MLTI device shipment dates.

MLTI Teacher Laptop Form #1 – Due Date May 11, 2006

(Please Print)

Superintendent Name: _____

School Administrative Unit: _____

MLTI School Name: _____

MLTI School Code (5 digits): _____

Phone: _____

Section 1 — Option 3a

For teacher devices that will be retained until new devices are delivered and made available to teachers, please complete the following table, one entry per teacher.

| Asset Tag | Serial Number | Teacher Name |
|-----------|---------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(Please attach separate sheet if necessary labeled “Section 1”)

Section 2 — Option 3b

For teacher devices that will be purchased outright for \$48 by the teacher, please complete the following table, one entry per teacher. Invoices will be sent to the teacher at the school address with payment due no later than July 30, 2006.

| Asset Tag | Serial Number | Teacher Name | Teacher Signature |
|-----------|---------------|--------------|-------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

(Please attach separate sheet if necessary labeled “Section 2”)

I understand that for teacher devices listed in Section 1 above, that the SAU is responsible for returning those devices in good working order to the Department of Education no later than 1 week after receipt of the new MLTI teacher devices. If new MLTI teacher devices are delivered to the SAU with enough time to make the option in Section 1 unnecessary, the SAU will include the teacher devices for return with the other unpurchased MLTI devices.

Superintendent Signature

Date

Please fax this completed form to Heather Hamlin, 207-624-6601 or mail it to: MLTI Project Office, Attn: Heather Hamlin, Maine Department of Education, 23 State House Station, Augusta, Maine, 04333-0023.